

STOP WASTING TIME IN NOTION

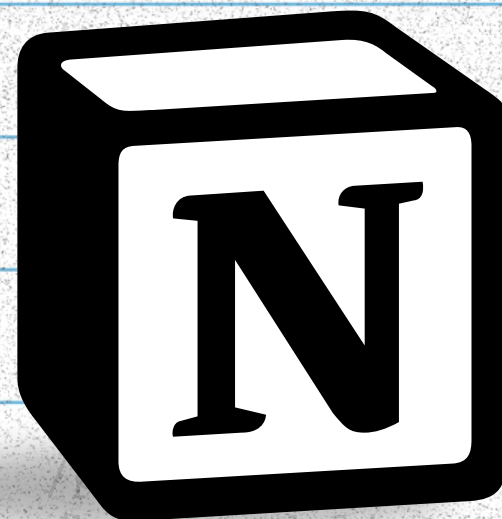
LEARN HOW TO CREATE YOUR OWN REUSABLE TEMPLATES

You open a new page...
and start formatting.

Again.

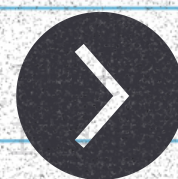
And again.

And again.



SWIPE to learn how to create reusable
Notion templates in seconds

SWIPE



Nadia Fernandez



The Website Designer
small businesses Rely On



REPOST



**SAVE FOR
LATER**

NOTION TEMPLATES ALLOW YOU TO:

1. Reuse layouts
2. Keep things consistent
3. Save time on setup



Just click once, and it's ready to go for any of these type of projects:

> DAILY JOURNALS

> PROJECT KICKOFFS

> CLIENT PORTALS

> MEETING AGENDAS

> SOCIAL MEDIA POSTS

> CONTENT CALENDARS

SWIPE



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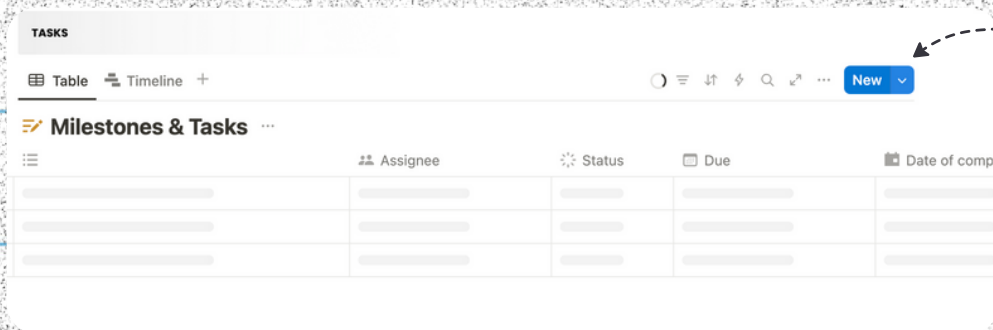


SAVE FOR
LATER

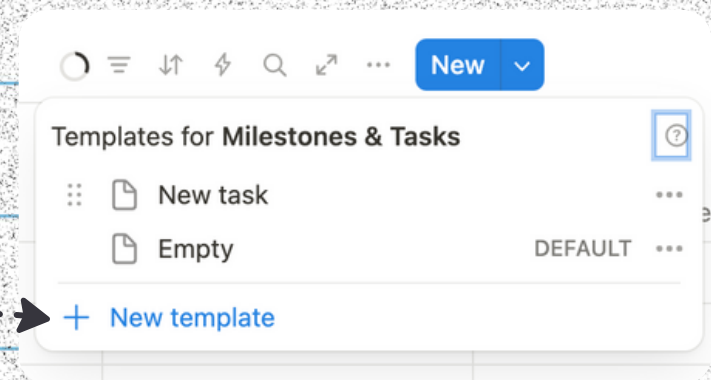
METHOD 1

BUILT-IN PAGE TEMPLATES

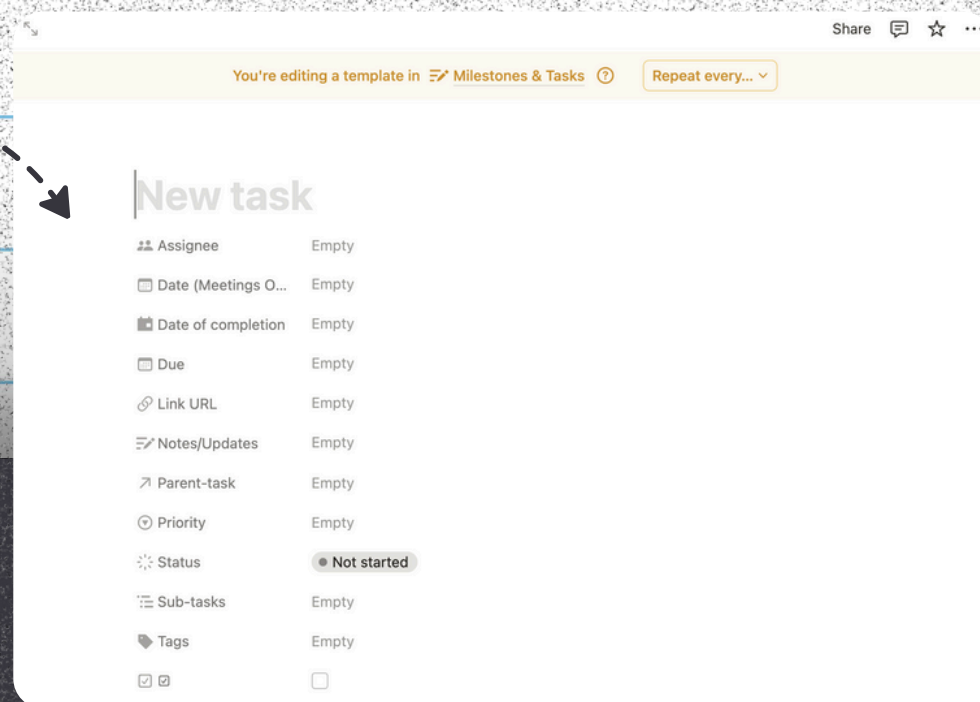
1. Open any database
2. Click the dropdown arrow next to "New"



3. Select "New template"



4. Add blocks, structure, and formatting
5. Click "New" to use it anytime



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METHOD 2

TEMPLATE BUTTON (FOR ANY PAGE)

1. Type `"/template button"`

Filtered results

➔ Button

Type `'/template button'` on the page esc

`/template button`

2. Name the button (ex: "New Journal Entry")

New button

😊 **New Journal Entry**

When

🔊 Button is clicked

Do

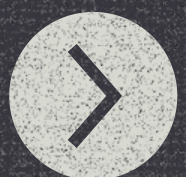
+ New action

Done

3. Add the content/layout you want duplicated

4. Done! Now just click to reuse.

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SAVE FOR
LATER

TEMPLATES = LESS CLICKING
MORE DOING

Milestones & Tasks ...

<input checked="" type="checkbox"/>	Assignee	Status	Due	Date of
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

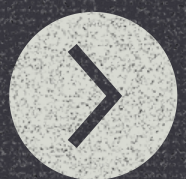
New Journal Entry

SET IT UP ONCE,



USE IT FOREVER

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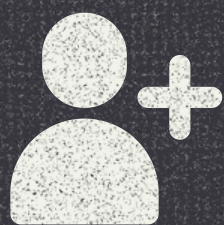
SAVE FOR
LATER



NADIA FERNANDEZ

Website Designer
& Fractional CMO

LET'S CONNECT!



FOLLOW



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SAVE FOR
LATER